



## Capital Projects

# Quarterly Status Report

**1st Quarter FY2017: July 1 – September 30, 2016**

Prepared for the December 7, 2016 SamTrans Board Meeting



**San Mateo County Transit District**



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## SamTrans - Capital Program - Budget Status Summary

1st Quarter FY2017 - July 1 to September 30, 2016

All Costs in \$1,000's

Programs						
	FY2012	FY2013	FY2014	FY2015	FY2016	FY2017
1. Revenue Vehicles Replacement	\$1,000	\$31,363	\$2,092	\$48,193	\$35,312	\$7,725
2. Revenue Vehicle Support	\$1,117	\$949	\$1,431	\$1,883	\$1,421	\$1,451
3. Information Technology	\$13,815	\$5,010	\$5,659	\$1,938	\$5,775	\$2,627
4. Development	\$1,424	\$1,165	\$786	\$894	\$2,350	\$1,234
5. Facilities/Construction	\$1,901	\$445	\$297	\$804	\$1,190	\$1,590
6. Safety and Security	\$0	\$1,990	\$1,000	\$1,370	\$1,830	\$1,451
7. Contingency	\$250	\$250	\$250	\$250	\$250	\$250
<b>Total Board Approved Budget by FY<sup>(1)</sup></b>	<b>\$19,507</b>	<b>\$41,172</b>	<b>\$11,515</b>	<b>\$55,332</b>	<b>\$48,128</b>	<b>\$16,328</b>

<b>Total Audited Expenditures by FY<sup>(2)</sup></b>	<b>\$11,049</b>	<b>\$10,461</b>	<b>\$33,281</b>	<b>\$33,361</b>	<b>(3)</b>	<b>(3)</b>
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**Some of the major projects completed or in progress include, but are not limited to the following:**

- Business Optimization Program
- Central Security Office Upgrade Project
- Comprehensive Operational Analysis Project
- Emergency Operation Center Relocation Project
- Fire Alarm System Upgrade
- Implementation of Hastus ATP, Minibus & GEO Scheduling and Operation Modules
- Network Maintenance and Technology Refresh Project
- Phone System Replacement Project
- Radio Backbone Upgrade Project
- Receptionist Area Security Improvements Project
- Receptionist Area Security
- Replacement of 10 Paratransit Cutaway Vans
- Replacement of 135 1993 Gillig Buses
- Replacement of 14 Paratransit Vans
- Replacement of 19 - 2007 Eldorado Cutaway Vans
- Replacement of 62 - 1998 Gillig Buses
- Revenue Collection System
- Safety-Risk Mngt Office Remodel Project
- San Carlos Transit Center Project
- South Base Bus Washer Project
- South Base Generator Replacement Project
- Technology Refresh Projects
- Transit Fleet Vehicle 2010 California Air Resource Board (CARB) Regulation Project

- Note: (1) The "Total Board Approved Budget by FY" reflects the annual budget approved by the SamTrans Board of Directors for each fiscal year. This authorizes the amount that can be spent on projects. Unspent budget in a fiscal year may be carried forward to subsequent budget years.
- (2) "Total Audited Expenditures by FY" reflects total cost expended in the fiscal year; funding source for the expenditures could be from prior fiscal years.
- (3) Expenditures shown for FY2016 and FY2017 have not been audited.

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**SamTrans Quarterly Report  
TRAFFIC LIGHT REPORT**

The following projects represent a sub-set of the total Capital Program and have been selected for inclusion into the Quarterly Report due to project value, operational significance, and/or impact on customers.

	SCOPE		BUDGET		SCHEDULE		FUNDING		Page	
	Q4 FY16	Q1 FY17	Q4 FY16	Q1 FY17	Q4 FY16	Q1 FY17	Q4 FY16	Q1 FY17		
<b><u>(1) Information Technology Projects:</u></b>										
21505 - Replace & Upgrade Servers & Out of Warranty Equipment Project										5
<b><u>(2) Facilities / Construction Projects:</u></b>										
21111 - Bus Stop Improvement Project										6
21237 - San Carlos Transit Center Project										7
<b><u>(3) Safety and Security Projects:</u></b>										
21211 - Receptionist Area Security Improvement Project										8
21310 - Central Office Access Control Improvements Project										9
21411 - Install CCTV to enhance safety at Central Project										10



= Project On-Hold



= No Issues



= Notable Issues



= Significant Issues

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**SamTrans - Major Capital Project - Quarterly Report - Q1 FY2017 Jul 01, 2016 to Sep 30, 2016**

(a) Project No.	(b) Project Name	(c) Scope / Issues / Key Activities	(d) Approved Funding	(e) Original Budget	(f) Approved Changes	(g) = (e) + (f) Current Budget	(h) Expended + Accrual To Date	(i) = (i) - (h) Estimate to Complete	(j) Estimate at Completion	(k) = (g) - (j) Variance at Completion	(l) = (h) / (i) % Expended of EAC	(m) Est. Physical % Complete	(n) Current Baseline / Current Start	(o) Current Baseline / Current Finish
21505	Replace & Upgrade Servers & Out of Warranty Equipment Project	<p><b>Scope:</b> This project will replace District's servers and data storage, copiers/printers, routers and switches, AC, UPS and other appliances that are at the end of their expected service life and soon to be out of warranty. The project will procure new equipment to replace old and out of warranty equipment in Central's Data Center, North Base, and South Base as well as professional services for setup and configuration.</p> <p><b>Issues:</b> Additional FY2016 &amp; FY2017 capital budget has been included in the approved funding quarter and project EAC has been revised accordingly.</p> <p><b>This Quarter:</b> (1) Procured additional servers, network routers and switches to replace the out of warranty equipment.</p> <p><b>Next Quarter:</b> (1) Procure additional servers, network routers and switches to replace the out of warranty equipment.</p>	\$4,579,000	\$995,000	\$3,584,000	\$4,579,000	\$929,766	\$3,649,234	\$4,579,000	\$0	20.3%	55.0%	07/01/14 / 07/01/14A	06/30/17 / 06/30/17

**INFORMATION TECHNOLOGY PROJECTS:**

**SamTrans - Major Capital Project - Quarterly Report - Q1 FY2017 Jul 01, 2016 to Sep 30, 2016**

(a) Project No.	(b) Project Name	(c) Scope / Issues / Key Activities	(d) Approved Funding	(e) Original Budget	(f) Approved Changes	(g) = (e) + (f) Current Budget	(h) Expended + Accrual To Date	(i) = (i) - (h) Estimate to Complete	(j) Estimate at Completion	(k) = (g) - (j) Variance at Completion	(l) = (h) / (i) % Expended of EAC	(m) Est. Physical % Complete	(n) Current Baseline / Current Start	(o) Current Baseline / Current Finish	
<b>FACILITIES / CONSTRUCTION PROJECTS:</b>															
21111	Bus Stop Improvement Project	<p><b>Scope:</b> This project will upgrade and replace bus stop amenities and enhance bus stop site infrastructure resulting in a decrease in repair and amenity replacement costs and an increase in ridership by providing patrons safe, clean and attractive bus stop facilities. The scope includes procurement of new, upgraded, bus stop benches and trash cans. The improved models will be comprised of powder coated steel to withstand harsh weather conditions and vandalism. Both amenities will be bolted to a concrete surface for stability.</p> <p><b>Issues:</b> (1) Delay in project schedule is due to delay in the preparation of specs for Contracts &amp; Procurement.</p> <p><b>Key Activities</b> <b>This Quarter:</b> (1) Developing new specs.</p> <p><b>Next Quarter:</b> (1) Request for Proposal (RFP) for new specs will be delivered to C&amp;P. (2) Advertise for RFPs.</p>	\$246,084	\$246,084	\$0	\$246,084	\$14,919	\$231,165	\$246,084	\$0	6.1%	19.0%	01/17/12 / 01/17/12A	04/30/14 / TBD	

**SamTrans - Major Capital Project - Quarterly Report - Q1 FY2017 Jul 01, 2016 to Sep 30, 2016**

(a) Project No.	(b) Project Name	(c) Scope / Issues / Key Activities	(d) Approved Funding	(e) Original Budget	(f) Approved Changes	(g) = (e) + (f) Current Budget	(h) Expended + Accrual To Date	(i) = (i) - (h) Estimate to Complete	(j) Estimate at Completion	(k) = (g) - (j) Variance at Completion	(l) = (h) / (i) % Expended of EAC	(m) Est. Physical % Complete	(n) Current Baseline / Current Start	(o) Current Baseline / Current Finish	
<b>FACILITIES / CONSTRUCTION PROJECTS (Continued):</b>															
		<p><b>Scope:</b> The San Carlos Transit Center Project will create a multi-modal transit center to serve the San Carlos Caltrain Station (the Transit Center) and to facilitate improved safety and connections between SamTrans fixed route bus service, Caltrain commuter rail, local shuttles and pedestrians and bicyclists.</p> <p>Construction of the Transit Center, which will be located South of the existing station parking lots, will enable the property underneath the existing lots to be developed with housing, retail and office commercial uses, and will support transit usage and increase pedestrian access at the station.</p> <p>Current scope includes: Planning, Engineering, Construction and Construction Management of the station parking lot, plus Administration and Project Oversight of the San Carlos Transit Center Project.</p> <p><b>Issues:</b> (1) Approved Funding and Current Budget have been increased by \$1,245,462 reflecting transfer of Buses Project (\$451,324); and Fare Collection (\$579,138). (2) Project schedule has been extended due to delay in receiving the Caltrans Encroachment Permit.</p> <p><b>Key Activities</b>  <b>This Quarter:</b>                      (1) Awaiting to receive Caltrans Encroachment Permit.</p> <p><b>Next Quarter:</b>                      (1) Issue LINTP to the contractor-Interstate Grading &amp; Paving (IGP).                      (2) Receive Caltrans Encroachment Permit.</p>													
21237	San Carlos Transit Center Project		\$6,229,927	\$4,984,465	\$1,245,462	\$6,229,927	\$1,276,527	\$4,924,473	\$6,201,000	\$28,927	20.6%	25.0%	10/30/12 10/30/12A	11/30/16 / 05/01/17	

**SamTrans - Major Capital Project - Quarterly Report - Q1 FY2017 Jul 01, 2016 to Sep 30, 2016**

(a) Project No.	(b) Project Name	(c) Scope / Issues / Key Activities	(d) Approved Funding	(e) Original Budget	(f) Approved Changes	(g) = (e) + (f) Current Budget	(h) Expended + Accrual To Date	(i) = (i) - (h) Estimate to Complete	(j) Estimate at Completion	(k) = (g) - (j) Variance at Completion	(l) = (h) / (i) % Expended of EAC	(m) Est. Physical % Complete	(n) Current Baseline / Current Start	(o) Current Baseline / Current Finish
<b>SAFETY AND SECURITY PROJECTS:</b>														
21211	Receptionist Area Security Improvements Project	<p><b>Scope:</b> The scope of this project is to add security cameras and a bullet proof glass enclosure to the Central Office Receptionist area on the 2nd floor. The existing wall in front of the receptionist desk will be replaced by one having adequate structural capacity to hold the new bullet-proof glass and steel plates. Additional scope includes: (1) Relocation of the Regional Transit Card (RTC) photo ID machine from the west side of the elevators to the receptionist area; (2) Conduct a Crime Prevention Thru Environmental Design (CPTED) study; (3) Improve access around receptionist workspace; (4) Improve ergonomic of workspace; and (5) Improve HVAC, power, and computer network functions.</p> <p><b>Issues:</b>                      (1) Project schedule has extended due to the longer than expected lead times for material and security equipment. Also, modifications to the work space were needed to address ergonomic issues.                      (2) Substantial completion was achieved in June 2016, punch list work is being completed.</p> <p><b>Key Activities:</b>                      (1) Completed construction work at the Central Office, including modifications to the work space to address ergonomic issue                      (2) Completed project close-out activities and assisted Customer service department with planned operations start-up.</p> <p><b>Next Quarter:</b>                      (1) Project is complete. No other project activities.</p> <p><b>Note: This will be the last Quarterly report for this project.</b></p>	\$1,115,000	\$300,000	\$815,000	\$1,115,000	\$1,115,000	\$0	\$1,115,000	\$0	\$0	100.0%	7/01/12A / 7/01/12A	09/30/15 / 09/15/16A

SamTrans - Major Capital Project - Quarterly Report - Q1 FY2017 Jul 01, 2016 to Sep 30, 2016

(a) Project No.	(b) Project Name	(c) Scope / Issues / Key Activities	(d) Approved Funding	(e) Original Budget	(f) Approved Changes	(g) = (e) + (f) Current Budget	(h) Expended + Accrual To Date	(i) = (i) - (h) Estimate to Complete	(j) Estimate at Completion	(k) = (g) - (j) Variance at Completion	(l) = (h) / (j) % Expended of EAC	(m) Est. Physical % Complete	(n) Current Baseline / Current Start	(o) Current Baseline / Current Finish
<b>SAFETY AND SECURITY PROJECTS (Continued):</b>														
21310	Central office Access Control Improvements Project	<p><b>Scope:</b> To improve security of the District properties at the Central Office and the North and South bus bases.</p> <p>Access control at the District Central Office in San Carlos is currently limited to the presence of Security Guards in the first floor lobby and approximately 20 proximity card controlled door locks (at various locations in this five level building). The proposed improvements will increase the number of card controlled doors (roughly double the current number), upgrade the lobby area access control features (with new walls and doors), and improve the overall security of the building. The project also includes conversion of the keyed locks system at the two District bus bases to electronic/card access control.</p> <p><b>Issues:</b></p> <p>(1) Project schedule was extended by due to the longer than expected lead times for material and security equipment delivery.</p> <p>(2) Substantial completion was achieved in June 2016.</p> <p><b>Key Activities</b></p> <p><b>This Quarter:</b></p> <p>(1) Completed the construction phase, including completion of glass walls installation around the lobby elevators.</p> <p>(2) Completed project close-out activities and assisted risk management group with operations start-up.</p> <p><b>Next Quarter:</b></p> <p>(1) Project is complete. No other project activities.</p> <p><b>Note: This will be the last Quarterly report for this project.</b></p>	\$1,125,000	\$850,000	\$275,000	\$1,125,000	\$1,117,790	\$2,210	\$1,120,000	\$5,000	99.8%	100.0%	07/01/12 / 07/01/12A	12/31/15 / 09/15/16A

**SamTrans - Major Capital Project - Quarterly Report - Q1 FY2017 Jul 01, 2016 to Sep 30, 2016**

(a)	(b)	(c)	(d)	(e)	(f)	(g) = (e) + (f)	(h)	(i) = (i) - (h)	(j)	(k) = (g) - (j)	(l) = (h) / (j)	(m)	(n)	(o)	
Project No.	Project Name	Scope / Issues / Key Activities	Approved Funding	Original Budget	Approved Changes	Current Budget	Expended + Accrual To Date	Estimate to Complete	Estimate at Completion	Variance at Completion	% Expended of EAC	Est. Physical % Complete	Current Baseline / Current Start	Current Baseline / Current Finish	
<b>SAFETY AND SECURITY PROJECTS (Continued):</b>															
21411	Install CCTV to enhance safety at Central Project	<p><b>Scope:</b> This project would add Closed Circuit Television (CCTV) cameras and support equipment (recorders, wiring, etc.) to the Central Office in San Carlos. This location will need approximately 20 cameras added (which will be determined during the design process).</p> <p>The project will include a security consultant evaluation of the selected District locations in order to identify the optimal camera coverage, with the intent of maximizing the security benefit of each new camera.</p> <p><b>Issues:</b></p> <p>(1) Project schedule was extended due to changes to the project scope which required additional design time and approval of the changes from the project stakeholders.</p> <p>(2) Project stakeholder (Risk Management) has requested for improved camera resolution in the Central Office basement area, where ambient lighting levels are low. This may require a Construction change order to replace the specified cameras with ones having a higher resolution.</p> <p><b>Key Activities</b></p> <p><b>This Quarter:</b></p> <p>(1) Continued construction activities, including review of contractor's material submittals, project schedule and testing of various cameras in low light areas.</p> <p><b>Next Quarter:</b></p> <p>(1) Make final decision on camera selection and continue construction activities.</p>	\$1,000,000	\$1,000,000	\$0	\$1,000,000	\$388,689	\$611,311	\$1,000,000	\$0	\$0	38.9%	62.0%	07/01/13 / 01/06/14A	03/31/16 / 01/31/17
<b>Total SamTrans - Major Capital Projects</b>			<b>\$14,295,011</b>	<b>\$8,375,549</b>	<b>\$5,919,462</b>	<b>\$14,295,011</b>	<b>\$4,842,691</b>	<b>\$9,418,393</b>	<b>\$14,261,084</b>	<b>\$33,927</b>	<b>34.0%</b>	<b>#REF!</b>			

# San Mateo County Transit District

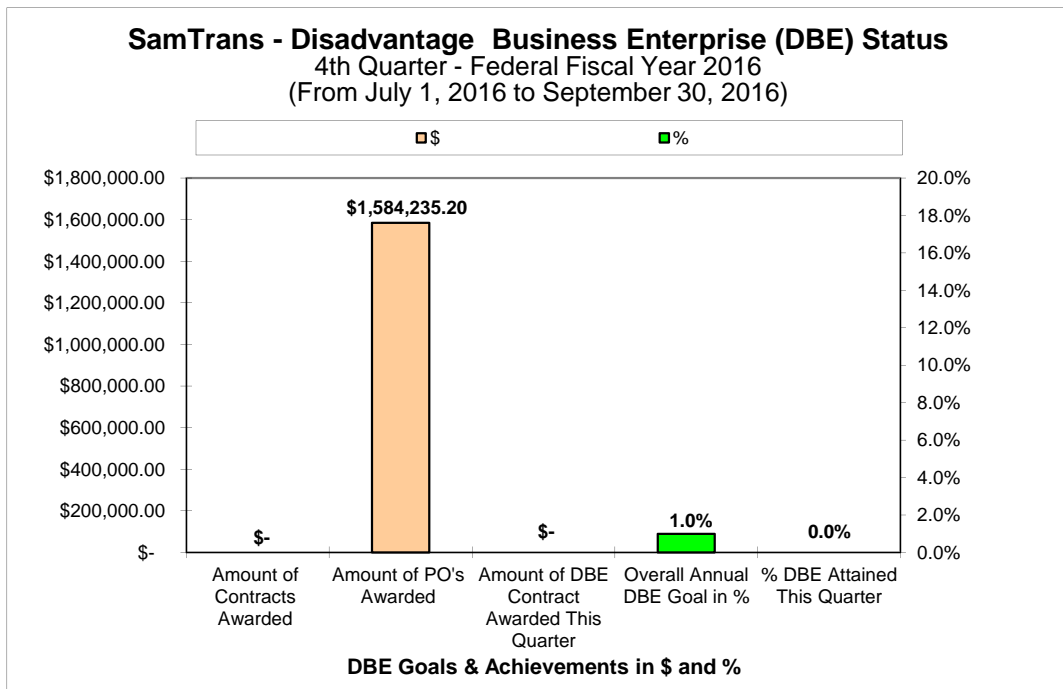
## Disadvantaged Business Enterprise (DBE) Status Report

As of: Q4 Federal Fiscal Year (FFY) 2016  
(From July 1, 2016 to September 30, 2016)

The following is a summary of SamTrans DBE Status:

<u>Status</u>	<b>Federalized Projects Q4 FFY16</b>
Amount of Contracts Awarded	\$1,584,235
Amount of Contracts Awarded to DBEs*	\$0
Overall Annual Goal in %	1.0%
% DBE Attainment	n/a
<b>% Over/(Under) Goal</b>	<b>n/a</b>

*\*No Federalized Capital Projects were awarded during this period*



## Definition of Terms

**Approved Changes** – Changes to the original budget and/or transfers of budget from one segment code to another that have been approved by management and/or by the SamTrans Board of Directors.

**Approved Funding** – The amount of funding that has been approved by the SMCTD Board for the execution of the project.

**Current Budget** – The current budget reflects the original budget plus approved changes or internal budget transfers which has been approved by the program manager and/or the project manager.

**Expended % of EAC** – This is the % of Money Spent (Not Physical Progress) as compare to the EAC.

**Estimate at Completion (EAC)** – The forecasted final cost of the project.

**Estimate to Complete** – Forecast of the cost to complete the remaining work, including anticipated and pending changes.

**Estimated Physical % Complete** – An estimation of the physical work completed as compared to the budgeted work expressed in %.

**Expended + Accrual to Date** – The cumulative project costs that have been recorded through the current reporting period in PeopleSoft + accrual cost of the work performed that has not been recorded in PeopleSoft.

**Issues** – Exceptions / concerns as identified for information or further actions.

**Key Activities** - Identifies key activities being undertaken for the project for the current month and identifies the work anticipated for the next month.

**Original Budget** – Budget as originally approved by senior management for execution of the approved scope of work.

**Original Start / Current Start** – The original planned start date and the current or actual start date of the project.

**Original Finish / Current Finish** – The original planned completion date and the current forecasted completion date of the project.



**Scope** - A concise description of the work elements to be performed and delivered by the project.

**Variance at Completion (VAC)** – Difference between the Current Budget and the Estimate at Completion. A positive value reflects potential underrun, whereas a negative amount indicates possible overrun.

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## Performance Status (Traffic Light) Criteria

SECTIONS	On Target (GREEN)	Moderate Risk (YELLOW)	High Risk (RED)
<b>1. SCOPE</b>	<p>(a) Scope is consistent with Budget or Funding.</p> <p>(b) Scope is consistent with other projects.</p> <p>(c) Scope change has been mitigated.</p>	<p>(a) Scope is NOT consistent with Budget or Funding.</p> <p>(b) Scope appears to be in conflict with another project.</p> <p>(c) Scope changes have been proposed.</p> <p>(d) Current Budget forecast exceeds the current approved budget by 5% to 10%.</p>	<p>(a) Significant scope changes / significant deviations from the original plan.</p> <p>(b) Current Budget forecast exceeds current approved budget by more than 10%.</p>
<b>2. BUDGET</b>	<p>(a) Estimate at Completion forecast is within plus /minus 5% of the Current Approved Budget.</p>	<p>(a) Estimate at Completion forecast exceeds Current Approved Budget between 5% to 10%.</p>	<p>(a) Estimate at Completion forecast exceeds Current Approved Budget by more than 10%.</p>
<b>3. SCHEDULE</b>	<p>(a) Project milestones / critical path are within plus/minus two months of the current baseline schedule.</p> <p>(b) Physical progress during the report period is consistent with incurred expenditures.</p> <p>(c) Schedule has been defined.</p>	<p>(a) Project milestones / critical path show slippage. Project is more than two to six months behind the current baseline schedule.</p> <p>(b) No physical progress during the report period, but expenditures have been incurred.</p> <p>(c) Detailed baseline schedule NOT finalized.</p>	<p>(a) Project milestones / critical path show slippage more than two consecutive months.</p> <p>(b) Forecast project completion date is later than the current baseline scheduled completion date by more than six months.</p> <p>(c) Schedule NOT defined for two consecutive months.</p>
<b>4. FUNDING</b>	<p>(a) Expenditure is consistent with Available Funding.</p> <p>(b) All funding has been secured or available for scheduled work.</p>	<p>(a) Expenditure reaches 80% of <u>Available Funding</u>, where remaining funding is NOT yet available.</p> <p>(b) NOT all funding is secured or available for scheduled work.</p>	<p>(a) Expenditure reaches 90% of <u>Available Funding</u>, where remaining funding is NOT yet available.</p> <p>(b) No funding is secured or available for scheduled work.</p>

Note: Schedule variance for (a) Purchase of maintenance equipment; (b) Purchase of major bus components; (c) Maintenance of facilities; and (d) Upgrading of computer systems will not be monitored, as schedules for these types of projects are only a reflection of the year that funding has been allocated.